

Hope Rising Pregnancy Center
Job Description

Job Title: Nurse Sonographer **Department:** Medical
Reports to: Nurse Manager
Status: Part Time

Core Beliefs:

- We are a Christian organization
- Our primary purpose is to protect unborn life
- We believe in the sanctity of marriage between one man and one woman
- We promote abstinence before marriage and fidelity within marriage

Job Summary:

This position's overall responsibility is to provide limited obstetrical ultrasound scans for clients of Hope Rising as per written policy and procedures. The Nurse Sonographer is also responsible for providing consultation services to women encountering crisis pregnancy situations.

Supervisory Responsibilities: No Direct Reports

Qualifications:

Applicant should:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General Policies, and sign the Policy of Conduct
- Complete the next scheduled volunteer training (Friday evening/Saturday afternoon – dates TBD)
- Be able to respect and keep information confidential
- Works well without direct supervision
- Demonstrate flexible and efficient time management and ability to prioritize workload often balancing multiple priorities
- Strong personal motivation, initiative, sense of responsibility

Duties/Responsibilities:

1. Client care:

- Provide clinical services in accordance with level of expertise and training, including pregnancy testing and ultrasound.
- Thoroughly explain all medical consent forms to clients and answer questions prior to providing any medical services.
- Document client care in chart and properly maintain and archive client records.
- Provide client with health education (pregnancy decision options, STI's, physicians, etc.), referrals, medical care/follow up, and other pertinent community referrals.
- Review/audit client record for completeness (all necessary forms present) and signatures.

- Conduct phone follow up with clients, as necessary, and according to medical policy and procedure.
 - Meet with the Nurse Manager (at least monthly) for ongoing clinical supervision and guidance.
2. Medical Services/Operations:
- Ensure accurate implementation of MDs orders, under the supervision of the Nurse Manager.
 - Audit client records under the supervision and training from the Nurse Manager.
 - Ensure proper implementation of Hope Rising medical policy and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control.
 - Ensure medical equipment is properly operated and maintained.
 - Conduct regular medical supply inventory, submit Purchase Orders to the Nurse Manager, and ensure clinic is properly stocked.
 - Ensure proper disinfection of medical equipment and the exam room.
3. Pregnancy Testing:
- Perform pregnancy tests.
 - Make new charts as needed.
 - Maintain necessary paperwork for medical clients.
4. Emergencies:
- Follow Medical Policy & Procedure guidelines for responding to emergencies and unusual ultrasound findings.
5. Continuing Education:
- Maintain active nursing license.
 - Maintain CPR certification.
 - Obtain and maintain additional certifications as required by Hope Rising (e.g. limited obstetrical ultrasound examinations).

Specific Responsibilities for Ultra sonographer during COVID-19 Pandemic:

- Work with Medical Team to screen all clients before entering building.
- Work with Medical Team to properly sanitize all surfaces in the building that may have been touched and contaminated.
- Work with Nurse Manager to identify and remove all unnecessary “clutter” in the clinic in an effort to protect against COVID-19.
- Work with Nurse Manager to do Telehealth health assessments for all abortion minded and abortion vulnerable clients before they come to clinic for ultrasound.
- Work with Nurse Manager to keep and maintain disinfection and temp logs in an attempt to protect against COVID-19.

Required Skills/Abilities:

- Must have highly developed interpersonal skills; ability to meet people with ease; ability to communicate the written and spoken word with tact and diplomacy; good organizational skills, well-disciplined, able to meet deadlines, self-starter, able to work under pressure; ability to work well effectively with others.
- Ability to read, analyze, medical reports, and legal documents.
- Ability to use a computer and associated software with little or no assistance.
- Must be proficient in Microsoft Office Suite.

Education and Experience:

- Hold a current Ohio License in good standing as a registered nurse. Preference given to a trained sonographer to perform limited ultrasound scans, or a sonographer, certified in OB scanning, and approved by the Medical Director.

Physical Requirements:

- Must be able to lift up to 15 pounds at times
- The noise level in the work environment is low – moderate. While fulfilling the responsibilities of this position, the employee is required to sit, stand and/or walk. Specific vision abilities required by the position include close vision, color vision, peripheral vision and ability to adjust focus

The Nurse Sonographer shall receive at least one annual evaluation by the Nurse Manager.